

# Guidance notes for the completion of your Driving Licence Application Form

## Part 1: Personal Details

1. If you previously held a learner permit or driving licence you must supply the driver number (this can be found at 4d on the plastic licence or 5 on the paper licence).
2. Select as appropriate.
3. This is the first name that will appear on your driving licence. This name must exactly match the photographic I.D. (See list 1 on page 4) provided.
4. This is the surname that will appear on your driving licence. This name must exactly match the photographic I.D. (See list 1 on page 4) provided.
5. Insert name as it appears exactly on your birth certificate.
6. If your surname has changed since your last learner permit or driving licence was issued you must indicate the reason why and provide supporting documentation (e.g marriage certificate, divorce/separation confirmation, deed poll enrolled in the high court). Original documents are required.
7. Your address should be the place where you normally reside; for a student this generally means the family home. The address on the application form must exactly match the evidence of address provided which can be no more than 6 months old at date of application. (See list 2 on page 4). Please note that student accommodation, business addresses or care of addresses are unacceptable. The name on the proof of address document must exactly match the name on the application form. For Dublin postal district code please include these in the "County/City" field.
8. Your date of birth on the application form must match your photographic I.D. or birth certificate.
9. Select as appropriate.
10. PPS number is a Personal Public Service number, which is a unique identifier that helps you access state benefits, PPS number is mandatory and must be completed. Proof of PPS number must be provided (see list 3). If you do not have a PPS number or are unable to trace it please contact the Department of Employment Affairs and Social Protection on 1890 927 999. Where a customer has applied to the NDLS and has been issued with a licence since 29 October 2013, there is no requirement to present evidence of PPS number for a second time. If your PPS number has changed then evidence must be provided.
11. If you were born in Ireland, please state the county you were born in. If you were born outside of Ireland please state the country where you were born.

12. Enter your contact details. Note Irish mobile numbers only are accepted. We will not give your information to any third party except in accordance with the law.

## Part 2: Licence Details

13. Select application type as appropriate. Refer to licence checklist on page 4 of the application form for documentation required to accompany each application.
14. Select the appropriate categories to appear on your licence. A table of categories including a description, minimum age and other conditions for holding a licence can be found on [www.ndls.ie](http://www.ndls.ie). Please note: An applicant can only be provided with licence categories for which they have an entitlement.
15. Insert details of any driver licence issued by another country.
16. If your current or most recent issued driving licence has been lost or stolen you must complete the garda declaration and have it stamped at your local garda station.

## Part 3: Exchanging a licence

17. Provide details if the licence you are exchanging was received on foot of an earlier exchange. See page 3 for more information.
18. Confirm there is no reason the licence cannot be exchanged. Where disqualified in an EU country with a condition that you must pass a driving test/complete driver training, then you can apply for a learner permit.  
You must provide a Driver Statement from the Foreign Licence Authority and the foreign licence if held. You must complete the driving test/driver training within 2 months. You can then apply for exchange of the foreign licence by providing the cert of competency/driver training certificate.  
Where disqualified in an EU country with a condition that you pass psychological tests, then you can apply for an exchange of a driving licence and must provide a medical report.
19. Please confirm the date you took up normal residence in Ireland.

## Part 4: Organ Donation

20. If you wish to donate your organs you can record this on your licence. The licence will contain a code that will make medical professionals aware of your intention. However, in keeping with current legal position, your next of kin will be consulted in the event of any decision of this nature.

## Part 5: Driver Fitness. Please also refer to Driver Fitness information on page 3 of these notes.

21. An eyesight report form D502 may be required with your application. Please refer to page 3.
22. You must answer **all** these medical questions. If you answer yes to any of questions 22 to 42 or 43(c) a valid medical report dated within one month of date of application received will be required. Every driver over the age of 70 (or who's existing licence expires on the eve of their 70th birthday) applying for a licence must provide a driving licence medical report from a doctor. Every group 2 (bus, truck and articulated vehicle) licence application must include a driving licence medical report from a doctor (unless one has been already submitted that covers the full period of the permit or licence and covers the group 2 categories).

## Part 6: Declaration by applicant

44. By signing this declaration you are confirming that all the information given is true and accurate, giving false information is an offence under the Road Traffic Acts and penalties apply.

## Fees and payment

The fees for the driving licence are set out below:

### Type of Licence Cost

Ten year licence (or period greater than three years)	€55
Three year licence (issued on age and medical grounds)	€35
One year licence (issued on medical grounds)	€25
Adding a new licence category to an existing licence	€35
To exchange a foreign licence	€55
Replacement lost/stolen/damaged licence	€35
Change of personal details	No fee
Licence for over 70s	No fee

The National Driver Licence Service will accept the following payment methods with your application: cash, cheque, bank draft money order debit card / credit card / prepaid credit card.

The NDLS will only accept one method of payment for each application. The NDLS will only accept one payment for one application – a single payment for multiple applications will not be accepted.

Cheque, bank drafts or money orders must be made payable to 'National Driver Licence Service (NDLS)'. For applications paid for by cheque, please note that those applications will be placed on hold until the cheque clears.

The NDLS will process debit and credit card payments in accordance with the Payment Card Industry (PCI) rules. If you wish to use a third party debit or credit card for payment, then the third party must be present in person to make the payment.

## Residency entitlement

To make an application for a driving licence or learner permit, you must be able to show that you are a national of the European Union, European Economic Area or Switzerland or have leave to remain in Ireland.

You may present your Irish driving licence or learner permit where your place of birth recorded on it is within the EU, EEA or Switzerland or a Public Services Card where your place of birth or nationality are recorded as within the EU, EEA or Switzerland.

Please see list 4 on page 4 of the application guidance notes for the full list of documents which can be accepted as evidence of residency entitlement.

## Period of Licence

You can apply for a licence up to three months before the expiry date of the licence. If your licence has expired for ten years or more you must start the application process afresh and take a driver theory test, mandatory driving lessons and a driving test. A driving licence for group 1 vehicles (land tractors, cars and motorcycles) normally lasts for a period of 10 years. There are some exceptions to this rule – if you are over 70 years of age or have a medical condition, a licence for three years or for a shorter period may be specified by your doctor. If you are over age 60 your licence will be granted up to age 70, if you are aged over 67 but less than 70 years of age a three year licence will be granted.

A driving licence for group 2 vehicles (trucks, buses and articulated vehicles) normally lasts for five years.

From 1 June 2015 the unexpired period of the previous driving licence or learner permit will not be added to the validity period of the new driving licence or learner permit.

## Exchanging a licence

You can exchange a driving licence from another EU country, from the following EEA countries: Iceland, Liechtenstein and Norway and from the following recognised states: Australia, Japan, New Zealand, South Africa, South Korea, Switzerland, Taiwan and the Canadian Provinces of Manitoba, Ontario, British Columbia and Newfoundland and Labrador. Please refer to [www.ndls.ie](http://www.ndls.ie) for any updates to the list of recognised countries.

You must surrender the exchange licence with your application for an Irish licence. If exchanging a Northern Ireland licence it must be accompanied by the counterpart. If the counterpart of the licence is not available, the lost licence declaration on page 2 must be completed and signed by a member of An Garda Síochána. Where you are exchanging an EU/EEA licence the licence can be expired for up to ten years. While a licence from a recognised state can be expired for no more than one year to be eligible for exchange.

Please note: A licence cannot be exchanged if it is suspended due to outstanding fines.

If exchanging an expired or lost licence an original Letter of Entitlement from the licensing authority will be required.

You must also provide details if the licence you want to exchange was issued following an earlier exchange. Where a driving licence has been issued on foot of an exchange from a country that Ireland does not have an exchange driving licence policy with then Ireland cannot exchange the driving licence.

If you are exchanging a licence which includes group 2 vehicles (e.g. trucks and buses), or if you suffer from a condition set out in part 5 of the application form that requires a driving licence medical or if you are over 70 then you must include a medical report with your application. Where the licence being exchanged is from a country outside the EU/EEA you must include a driving licence eyesight report with your application.

Applicants will have to prove identity under the four criteria set out below in the identity validation section.

Original Letters of Entitlement may be required to accompany exchange applications from certain recognised states. A Letter of Entitlement will be required in certain situations eg: lost/stolen/damaged licences, expired licence, no start dates on the licence. Please refer to [www.ndls.ie](http://www.ndls.ie) for further information.

**Please Note:** a certified translation of all Letters of Entitlements not in English or Irish must be provided. Refer to [www.ndls.ie](http://www.ndls.ie) for more details. In some cases, applications to exchange a licence may take 2/3 months to process as we need to contact the original licensing authority.

#### **Driver Fitness and Medical Report Requirements**

Drivers must meet a certain standard of medical fitness in order to drive safely. If your doctor advises you to stop driving it is then an offence to continue driving and it also affects your insurance cover.

A higher standard of medical fitness is needed for drivers of trucks or buses.

For more information on medical standards see 'Sláinte agus Tiomáint' document on [www.ndls.ie](http://www.ndls.ie).

- Where questions under Health and Fitness in part 5 (excluding 43(a) or 43(b)) of the application form are answered 'Yes' a driving licence medical report form will be needed.

Please ensure that the medical report is fully completed and presented at the NDLS centre within **one month** of completion by your doctor.

- On the basis of the information on your application form the licensing authority can ask you to submit a medical report from your doctor. Your doctor must be registered on the General Register of Medical Practitioners in Ireland.

A driving licence eyesight report is not required where a medical report is provided unless indicated by the doctor. Driving licence medical report and eyesight report forms can be downloaded from [www.ndls.ie](http://www.ndls.ie) or are available in your nearest NDLS centre.

The assistance of your doctor may be required to complete some of the questions in Part 5. The purpose of the questions is to ensure that you are aware of factors that affect your driving. In some cases having a

particular condition may mean that you will be granted a licence for a shorter time period (e.g. for a one or three year period).

An eyesight report form is needed where you previously wore glasses/lenses for driving and are no longer required to do so. It is also needed in certain cases when exchanging a licence from another country outside of the EU.

#### **Identity Validation:**

All customers of the National Driver Licence Service will be required to present in person to an NDLS centre where their photo and signature will be captured and their identity verified. All existing Irish licence/permit holders will present with their driving licence/learner permit and evidence of their PPS number.

All customers will be required to supply documents to verify their identity. The identity verification process require the customer satisfy four requirements; 1. Photo ID, 2. Evidence of address, 3. Evidence of PPS number and 4. Evidence of residency entitlement. Please note a Public Service Card in many circumstances will satisfy all four requirements.

Identity documents may be retained by the National Driver Licence Service to enable the processing of the application. Should the verification officer in the NDLS centre retain any documents a receipt will be issued and the documents returned when the application is processed. The documents which are accepted are outlined on list 1-4. One item may serve to satisfy the requirements of 2 lists for example, a correspondence from Revenue can act as proof of address and proof of PPS number (if dated within 6 months).

#### **Initial Basic Training (IBT) for Motorcyclists**

Initial Basic Training (IBT) is a mandatory training course that teaches basic riding skills to learner motorcyclists. When taking a progressive route to obtain a driving licence in a larger bike then an IBT cert is required with your application. For more detailed information in relation to IBT please refer to [www.rsa.ie](http://www.rsa.ie).

#### **Certificate of Professional Competency (CPC) – trucks and buses**

The minimum age for taking out a learner permit in categories, C, CE, D & DE depends on whether you take the CPC test for that licence category (A table of categories including a description, minimum age and other conditions for holding a licence can be found on [www.ndls.ie](http://www.ndls.ie)). If you are taking CPC you will have to take a CPC theory test and when taking your driving test there will be a special CPC stage to the test. For more detailed information in relation to CPC please refer to [www.rsa.ie](http://www.rsa.ie)

## Presenting a Public Services Card (PSC) at the NDLS centre will simplify your application process as the PSC will satisfy the following requirements:

- Photographic ID,
- Evidence of PPS number,
- Evidence of address (where your address is as provided to the Department of Employment Affairs and Social Protection DEASP),
- Evidence of residency entitlement (where your place of birth or nationality are within the European Union / European Economic Area/ Switzerland).

For information on how to obtain a Public Services Card, please visit [www.psc.gov.ie](http://www.psc.gov.ie) or get in touch with your local Department of Employment Affairs and Social Protection office.

### NDLS online service

From June 2018 if you have a Public Services Card (PSC) and have a verified MyGovID account you may be eligible to apply to renew your driving licence/permit online. Please visit [www.ndls.ie](http://www.ndls.ie) to find out more information in relation to the online service.

**If you do not have a Public Services Card (PSC) you are required to present documentation at NDLS centre to satisfy the following four requirements; 1. Photo ID, 2. Evidence of address, 3. Evidence of PPS number and 4. Evidence of residency entitlement.**

### List 1: Photographic I.D.

- Public Services Card
- Irish passport which cannot be expired by more than 12 months
- Irish driving licence or learner permit
- Current passport for all non-Irish citizens (valid for international use)
- Current national identity card for EU/EEA/Swiss citizens
- Irish Certificate of Naturalisation
- Current UK photo driving licence
- Current Irish travel document

### List 2: Evidence of address

- Public Services card
- Please note. Evidence of address must be dated within 6 months of the date of application.
- Utility bill. Mobile phone bills are not acceptable
  - Statement or other correspondence from bank/building society/credit union including eStatements
  - Letter from Department of Employment Affairs and Social Protection/Revenue
  - Other official correspondence from an Irish state agency.
  - Correspondence on headed paper from an educational or training body e.g. a secondary school; university; institute of technology or college
  - Correspondence from an insurance company regarding an active health/life/house/car insurance policy

### List 3: Evidence of PPS number

- Public Services Card/Social Services Card
- Correspondence from Revenue/Department of Employment Affairs and Social Protection showing PPS number
- P21/Tax Assessment/ Notice of Tax credits
- Receipt of social welfare payment which shows full PPS number
- Medical card / Drug Payment Scheme (DPS) card / European Health Insurance card
- Payslip or P60/P45

### List 4: Evidence of residency entitlement

- Public Services Card -where place of birth or nationality is within EU/EEA/Switzerland
- Irish/UK (long-form) birth certificate or adoption certificate
- Driving licence/learner permit where number 3 shows place of birth is within EU/EEA/Switzerland
- Certificate of entry in the Irish Foreign Births Register
- Irish passport/passport card (current or expired by no more than 12 months)
- Current passport for all EU/EEA/Swiss citizens (valid for international use)
- Current national identity card for EU/EEA/Swiss citizens
- Irish certificate of naturalisation
- Current certificate of registration (Garda National Immigration Bureau/GNIB card) or Irish residence permit (IRP) for non- EU/EEA/Swiss citizens (The GNIB and IRP cards must be presented with a current passport valid for international use or a Public Services Card)

## More information on acceptable documents available on [www.ndls.ie](http://www.ndls.ie)

When applying, avoid queues in centres by visiting the **online booking system** at [www.ndls.ie](http://www.ndls.ie). Drivers with either a valid driver number or PPS number can book their visit for a date and time that suits them.

## NDLS Centres

**Please note: These centres can only process application made in person. Please do not post an application to these centres as it will not be processed.**

**Carlow** Unit 1, Ground Floor, Graigue Village Centre, Graiguecullen Co. Carlow, R93 X5K7

**Cavan** Unit 5, Cavan Shopping Centre, Main Street, Cavan, H12 Y9V2

**Clare** Unit 4, Ennis Shopping Centre, Ennis, V95 R673

**Cork** Commercial Unit 1, Copley Hall, Cotter's Street, off Copley Street, Cork, T12 TD32

**Cork** First Floor, Cork Co-operative Marts, Marsh Road, Skibbereen, P81 C802

**Cork** Office 17 (Second Floor), Market Square Shopping Centre, Mallow, P51 V8VC

**Donegal** Unit 7, O'Boyce's Corner, Port Road, Letterkenny, F92 Y383

**Donegal** Eurohouse, Killybegs Road, Donegal Town, F94 VFD6

**Dublin** Unit 7, Leopardstown Shopping Centre, Ballyogan Road, Dublin 18, D18 K8A0

**Dublin** Unit H Own Door Offices, Citywest Shopping Centre, Citywest, D24 W583

**Dublin** Unit 236, Omni Park Shopping Centre, Swords Road, Santry, D09 NX06

**Dublin** Unit 3, Floor 3, Clarendon Shopping Centre, Malahide Road, D17 TF20

**Galway** Ground Floor, Block 1, Cityeast Business Park, Ballybrit Business Park, H91 D5CN

**Galway** Clifden (Open Mondays only, 9am to 4pm), Station House Hotel, H71 AK52

**Kerry** Mezzanine Unit, Manor West Shopping Centre, Tralee, V92 EW02

**Kildare** 5B Elm House, Millennium Park, Naas, W91 TC97

**Kilkenny** Unit 2E, First Floor, Cillin Hill Centre, Dublin Road, Kilkenny, R95 T294

**Laois** Unit 29A, Laois Shopping Centre, Portlaoise, R32 X789

**Leitrim** Unit 7, Bridge Lane, Carrick-on-Shannon, N41 NH58

**Limerick** Unit 29, Parkway Shopping Centre, Dublin Road, Limerick, V94 FX92

**Longford** Suite 3, Business Centre, Longford Shopping Centre, Longford, N39 Y889

**Louth** Ground Floor Unit 3, Southgate Shopping Centre, Dublin Road, Drogheda, A92 XR26

**Mayo** New Antrim Street, Castlebar, F23 YX29

**Mayo** Belmullet (Open Tuesdays only, 9am to 4pm), Broadhaven Bay Hotel, F26 D8N7

**Meath** Unit 3 Finnegans Way, Emmet Street, Trim, C15 VX22

**Monaghan** Office 2, First Floor, Teach O'Cleircin, Old Cross Square, Monaghan, H18 FK46

**Offaly** Room 201, Down Suite, Castle Buildings, Tara Street, Tullamore, R35 H935

**Roscommon** Unit 1, Racecourse Business Park, Roscommon, F42 NV05

**Sligo** Ground Floor Millennium House, Stephen Street, Sligo, F91 E7KH

**Tipperary** Suite 5A, Second Floor, Powerstown House,

Gurtnafleur Business Park, Clonmel, E91 V9P7

**Tipperary** 10 Silver Street, Nenagh, E45 AC89

**Waterford** Waterford Shopping Centre, Lisduggan, Waterford, X91 WYV0

**Westmeath** Golden Island Shopping Centre, Athlone, N37C9Y3

**Westmeath** Unit 1A, Mullingar Shopping Centre, Ashe Road, Mullingar, N91 HE36

**Wexford** 8 The Square, Redmond Square, Wexford, Y35 VR92

**Wicklow** Unit C16, Wicklow Enterprise Centre, The Murrrough, Wicklow, A67 D903